

16 DEC 1959

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT: Records Control Schedule for CS Support Staffs

REFERENCES: A. Records Management Staff Memorandum dated
23 November 1959, same subject
B. Memorandum from the DDP/Records Management
Officer, dated 1 December 1959, same subject
C. []

1. Attached is a copy of a draft of the field records disposition guide prepared under the egis of the DDP Records Management Officer and a rough draft of a chart of the records disposition schedule proposed under cover of Reference B.

2. On 14 December [] met with the members of the Ad Hoc Committee on CS Support Records, [] and the undersigned. It was agreed that we would request your Staff for the following assistance: We request first that the Administrative and Support Sections of attachment one be consolidated to combine parts two and three and further to consolidate like categories of files without regard to the particular support component responsible for their maintenance. For example, cable chronos, pseudo files, and the like are frequently maintained in many different places but could and should be subjected to a single standard and should not be covered by repetitive entries. Second, we request that the Records Control Schedule for the CS Support Staffs forwarded under Reference A be recast in the same format as attachment one and again that its categories be consolidated as above described. After the recasting and consolidation of the field and Headquarters schedules or perhaps as a part of that process, we request that the two be combined so that a single support records schedule for both Headquarters and field will result. It may be appropriate in the file identification column to indicate whether the particular file is primarily Headquarters, primarily field, or both. The single combined schedule that results could then be introduced by a policy statement that the user should not create files merely to conform to the schedule if his current schedule did not require maintenance of such files, and likewise if he had a file series not otherwise covered in the schedule he should use these standards as a guide. And last, we request that a spread sheet or chart based on the resultant consolidation be prepared. We believe that a further refinement and consolidation of the draft chart is possible.

3. We further request, because we think perhaps these subjects have been overlooked, that the schedule be expanded to include, as appropriate, security documents created by those clearance authorities which certain field stations have been granted and for field investigations or checks conducted either at Headquarters' request or upon a station's own initiative. Further, we believe that all S and T correspondence (see Reference C) should be covered in the combined schedule. It appears possible that in addressing ourselves particularly to operational and administrative/support files, we may have through the purity of these categories omitted certain S and T correspondence.

4. In order that some time may be saved in what has already been a long process, the disposition schedule of 23 November has been sent to the three principal Support Offices for concurrence as to the proposed disposition instructions. Responses to this request will be provided your Staff upon receipt by the Committee.



25X1

Chairman, Ad Hoc Committee
on
CS Support Records

Attachment:

- Draft of Disposition Guide
- Draft of Chart

SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chairman, Ad Hoc Committee on CS Support Records

NO.

DATE
16 December 1959

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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Chief, Records Management Staff

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FORM
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USE PREVIOUS
EDITIONS

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